



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-16

For the meeting of: May 31, 2016

Date: May 18, 2016

To: Board of Supervisors

From: *TM* Thomas K. Mattson, Public Works Director

Subject: Advance Salary Step Request for Nanette Shepard-Long, Extra-help Park Caretaker, from Step 1A to B (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors approves an advance salary step increase for Nanette Shepard-Long, extra-help park caretaker, (1100-713, 0272A, 299) from step 1A to B, effective the first full pay period after Board approval, pursuant to Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME), section 10.1.1. (4/5 vote required)

SOURCE OF FUNDING:

General Fund-Parks (1100713)

DISCUSSION:

Nanette Shepard-Long has worked for Humboldt County Parks as an extra-help park caretaker during the summer seasons for 21 years, starting in 1996. Ms. Shepard-Long is primarily assigned to Van Duzen County Park where she assists with operating and managing the park entrance station, day-use areas, and two campgrounds (Swimmers Delight and Pamplin Grove). Ms. Shepard-Long's 21-year work experience is a significant benefit for nurturing a family-friendly park environment, responding to incidents and inappropriate behavior, ensuring payment of fees, and promoting return visits. In 2015, Ms. Shepard-Long was paid at step A (one step above the lowest step, 1A). In 2016, Ms. Shepard-Long was hired to begin

Prepared by Renee Fleck / Brooke Epperly

CAO Approval Karen Clower

REVIEW: Auditor _____ County Counsel _____ Human Resources df. Other _____

TYPE OF ITEM:
____ Consent
____ Departmental
____ Public Hearing
____ Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Fennell seconded by Supervisor Bass
Ayes Sundberg, Lovelace, Fennell, Bohn, Bass
Nays
Abstain
Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: May 31, 2016
By: Kathy Hayes
Kathy Hayes, Clerk of the Board

work on May 3, prior to approval of an advance step increase. Therefore she is currently placed at step 1A, a reduction from her step in 2015. According to Section 10.1.1, of the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME), advance step increases above 1A can be pre-approved by the County Administrative Office before the date of hire, but salary advancement requests after the hire date must be authorized by the Board of Supervisors.

Ms. Shepard-Long's skills and experience provide fiscal benefits to County Parks by increasing the amount of fee revenue collected, minimizing the time needed for training, and enabling staff to perform other duties. Based on the value that Ms. Shepard-Long's experience provides to the Parks Division as a returning extra-help park caretaker, Public Works believes it is in the public interest for Ms. Shepard-Long to be placed at step B, effective the next full pay period after the step increase is approved (June 5, 2016 – June 18, 2016).

FINANCIAL IMPACT:

The proposed action will result in an estimated expenditure increase of \$243 in Fiscal Year 2015-16 and \$1,509 in Fiscal Year 2016-2017. These increases will be directly offset by the salary savings realized from the current vacancy in a permanent park caretaker position, and indirectly offset by the benefits provided by having an experienced extra-help park caretaker. A permanent park caretaker position is currently unfilled and will not be filled until approximately September 2016.

The proposed action conforms to the Board's Strategic Framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose one of the following alternatives as the salary step for Ms. Shepard-Long:

1. Maintain Step 1A. This alternative is not recommended because it is a decrease from her previous year's salary and is not fair compensation for her service.
2. Increase to Step A. This alternative is not recommended because Ms. Shepard-Long's 21-year work experience with County Parks provides substantial value to park operations and merits an increase to Step B.
3. Increase to Step B, retroactive to her hire date of May 3, 2016. This alternative would result in an estimated additional expenditure of \$242.

ATTACHMENTS: None